

C-O-N-F-I-D-E-N-T-I-A-L

T/I/M-44  
28 July 1966

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

TASK TEAM I - CONTENT CONTROL

Minutes of the Forty-fourth Meeting, 14 July 1966

Members or Their Representatives Present

NSA

CIA

DIA

STATE

CSS

Others Present

Mr. Robert Whipp, Observer

1. Minutes of the forty-third meeting were approved. Members reported manhour expenditures for the preceding quarter. [redacted] suggested that manhours devoted to testing the content control scheme in the various agencies be reported separately from regular team member manhours.

2. Some discussion occurred concerning relationship of elements of the content control scheme to federal standards such as those maintained by GSA. It was noted that our scheme was designed with the purpose of providing a shallow content representation applicable to the bulk of intelligence reporting not as an all-encompassing governmental standard.

3. The team then turned its attention to the results of testing the scheme and to recommendations for changes and additions generated

Group 1  
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downgrading and  
declassification.

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thereby. The results of team deliberations on these recommendations are contained in the attachment to these minutes.

4. The team will continue its deliberations on the need for changes and additions to the content control code at the next all-day meeting of the Task Team scheduled for 0900 hours, Room 2E37, CIA Headquarters, on 28 July 1966.



Secretary

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Attachment: Team members only

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ATTACHMENT

Team Reaction to Proposed Changes and Additions to  
USIB Content Control Scheme

1. The proposed changes and additions to the subject-modifier segment of the content control scheme were taken under consideration by the team. Because of the basic nature of recommendations contained in Mrs. Veilleux's paper, specifically Section D, Systems Development, it was addressed initially by the team.

2. The team agreed to proposals contained in Section D. I, Indexer Aids Development; however, no agreement was reached as to whether these indexer aids should be developed and published as part of the final report, or thereafter when the final report is approved by USIB. This touched on the problem of proposals for implementation and the best vehicle for so doing, e.g., executive agency, interagency group, etc.

3. Results of deliberations on Section D. II, Notation Scheme Development were as follows:

a. The majority of team members felt that for the purposes of content control the use of WXX=Worldwide plus an appropriate subject, e.g., FORP, IFIN, etc., and O=named organization was sufficient. Therefore, the proposal to use Z with the country digraph to indicate member nations of international organizations (Section D. II a. 1) was rejected.

b. The need for distinction between location and nationality in connection with the area notation was acknowledged by some members. However, the use of the first character of the trigraph for this purpose (Section D. II a. 2) was not accepted. The possibility of using a modifier with the area notations to connote nationality was discussed.

c. The team agreed that the relationship between the assigned first character notations and the ISC area codes should be explained in the text of the final report (Section D. II b).

d. The team did not concur in developing content control notations for international organizations which have been entered specifically into dissemination profiles (Section D. II c). See paragraph 3 a. above.

e. The team did not concur in developing content control notations for commodities (Section D. II d). It was noted that

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commodities and installations fall within their appropriate subject classes rather than being treated as a single class. Within their subject class further discrimination is provided by the Set One modifiers to indicate production status of commodities, equipment and **related** installations.

f. The team concurred in developing mutually exclusive notations for Modifiers and Identifiers (Section D. II e); however, a single alphabetic character was deemed sufficient for content control.

g. The team concurred in changing the notation pattern so that identifiers can be linked with the proper subject code (Section D. II f). The following pattern was agreed upon: Area/Subject-modifier(s)-identifier(s). It was noted that cases would occur where no identifiable subject existed, i.e., in the present notation: Area // P. It was suggested that related identifiers might be linked to the area notation thusly Area-P/ or Area/UNSP-P for unspecified subject, personality mentioned by name. In the latter case, however, when multiple areas appeared in the notation, the specific relationship of the identifier to an area would be lost.

h. The team did not concur in developing a set of area modifiers including directional indicators (Section D. II g and III C. 1). Some members felt that the distinction between nationality and location must be preserved in the content control notation.

i. The team agreed to the need for expanded content control definitions for Notation vs. CC notation, Specificity vs. Exhaustivity, Depth of Indexing, and Test Level Proficiency (Section D. II h) and requested that Mrs. Veilleux prepare them.

j. The team agreed that modifier and identifier terms as well as all key terms from the scope notes should be entered in the Subject Index (Section D. II i 1 a and e). The team did not concur in the additions to the subject index recommended in Section D. II i 1 b through d. These additions were regarded as being outside the scope of the index. Rather, the problems they represent should be treated elsewhere, e.g., in the indexer guidelines. Mrs. Veilleux was requested to update the index accordingly.

k. The method of entering modifier and identifier terms in the subject index proposed (Section D. II i 2) was not accepted. A single indication, e.g., -0, in the code column was considered sufficient. For machine operations the code column might be six characters, the first four characters for subject tetragraph and the fifth and sixth characters for -0, etc.

l. The problem of indicating communist and communist-inspired activity in non-communist countries (Section D. II j) was re-examined

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by the team. While the current method, i.e., using internal political affairs was deemed essentially adequate, the need to segregate this type of information from other internal political affairs and accumulate it on an international basis was recognized. [ ] was requested to add a modifier indicating Communist or Communist-inspired activity in non-Communist countries with an appropriate instruction for its application.

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m. The team agreed that Import/Exports cannot be shown adequately by Product-U, IFIN. [ ] was requested to add a modifier with appropriate instructions for its application (Section D. II k).

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n. The team agreed that additional rules for applications, including examples were needed for INSE, PORS, INPO, and OPER.

4. Results of deliberations on Sections D III, Suggested Additions for Established Code Schemes, were as follows:

a. The team did not concur in the need for breaking Agriculture, Forestry and Fishing into individual categories (Section D. III b. 1).

b. The team decided that Fuels and Power should be broken into two categories, i.e., Fuels (FUEL) and Electric Power (ELPR). Also that the Scope Notes should be revised accordingly (Section D. III b. 2).

c. The team did not concur in the need for dividing the present Metals and Minerals category into individual categories as proposed (Section D. III b. 3).

d. The team agreed to break building trades, housing and commercial construction and its industry out of the TRAD category and establish a construction category (CONS) therefrom, with the scope notes revised accordingly (Section D. III b. 4).

e. The team did not concur in the need for additional notations for heavy machinery, equipment, and instruments noting that in the present scheme these items would associate with applicable subject and the Set One modifiers (Section D. III b. 5).

5. The team did not concur in augmentation of Set One modifiers as suggested in Section D. III c. 2. It was felt that the suggested additions could be incorporated in existing modifier descriptions as follows:

Plans/design = Research  
Shortages = Use  
Price/cost/value = Use

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Import/Export = new modifier (See para 3. m above)  
Specification/performance data reworded as follows:  
R&D specifications and technical data on  
performance = Research.  
Performance in use = Use  
Requests (for product, etc.) = Use

6. The team did not concur in the augmentation of identifiers as proposed in Sections D. III d. 1-4 since these additions describe the document rather than its content. Biographic INFO, (d. 5) Speeches (quotes) (d. 6) Personalities (VIPS) (d. 8) are indicated by the P identifier if the person, speechmaker, etc., are identified by name. The same holds true for travel itineraries, i.e., a P if the personality traveling is named, an A if addresses are indicated and an I if installations are named. Conferences (d. 10) are indicated by the identifier O when they are indicated by name. A modifier to indicate the presence of statistics (d. 9) in reporting was not deemed necessary by the team.

7. The team agreed that the terms proposed on the page following Section D. III d be added to Modifier-Set One descriptions and in the subject index as appropriate. The team also agreed to similar additions proposed for Identifiers C, I, and O. The proposed addition for Identifier A was rejected; see paragraph 6 above.

8. The team did not deliberate on Mrs. Veilleux's proposed Scope Note Additions, Index Additions, or Suggested Rules appearing in Section D. IV.

9. The team then discussed changes proposed by [redacted] in view of the fact that a number of changes effected earlier in the meetings bore directly on some of [redacted] proposals, the secretary was requested to develop a new draft of the subject content control code incorporating those additional changes proposed by [redacted] for final approval at the next meeting.

10. The team did not complete its deliberations on the problems reported by [redacted]

11. The team then turned its attention to changes proposed by [redacted] It was noted that the stated need for an import/export modifier had been satisfied in earlier deliberations, see paragraph 3. m above.

a. The team concurred in dividing the present WATR category into Inland Waterways (INWA) and Maritime Transportation (MARI) in view of the emphasis placed on this distinction in DIA Production Center. The team did not feel that all dams should be placed categorically in INWA which was suggested as a possibility.

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b. The team concurred in withdrawing chemical, biological and radiological warfare, agents, techniques, etc., from their basic categories under Science and Technology and placing them under Armed Forces. Two new categories were added as requested: Chemical and Biological Warfare (CWBW) and Radiological Warfare (AWNW).

c. The team concurred in moving the phrasing about Economics Warfare from FORP to IFIN with appropriate cross referencing.

d. The team did not concur in changing the present TCOM category as suggested by

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